
MANAGEMENT

ADVANCED ANNUAL AND SICK LEAVE

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PURPOSE This MAPP outlines the policies and procedures on granting and using advanced annual and sick leave in the Center for Drug Evaluation and Research (CDER).

REFERENCES

- FDA Staff Manual Guide 1431.4, Authority to Grant Leave and Excuse Absence, February 14, 1984.
 - FDA Delegation of Authority Staff Manual Guide 1431.4, Authority to Grant Leave and Excuse Absences, July 27, 1995.
 - FDA Supervisor's Desk Reference Guide, January 1994.
 - HHS Instruction 630-1-50D, Advanced Sick Leave, April 16, 1984.
 - HHS Instruction 630-1-50E, Advanced Annual Leave, November 7, 1983.
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DEFINITIONS

- **Advanced Annual Leave.** Annual leave taken but not yet earned by the employee.

- **Advanced Sick Leave.** Sick leave taken but not yet earned by the employee.
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POLICY

- **Advanced Annual Leave**

1. Normally, annual leave is granted to an employee only after the leave is accrued. Only under unusual circumstances, i.e., serious illness or family emergency, should an employee with a zero annual leave balance be granted advanced annual leave.
2. Advanced annual leave may be granted for the amount of annual leave that the employee will accrue during the balance of the current leave year or by the end of the employee's appointment, whichever is sooner.
3. Annual leave must not be advanced when it is likely the employee will separate, resign, or retire before the advanced leave will be earned.
4. Employees have no entitlement to advanced annual leave and should be encouraged to accumulate annual leave for vacations and personal days.
5. Employees and supervisors should consider other leave options, such as Leave Without Pay, if the request for advanced annual leave does not meet the policy described above.

- **Advanced Sick Leave**

1. Advanced sick leave may be granted to an employee with a zero sick leave balance if the employee has a serious disability or illness provided there is a reasonable expectation that the employee will return to duty. Only under very unusual circumstances, i.e., prolonged illness, may advanced sick leave be granted to an employee with a **negative** sick leave balance.
2. The total advancement of sick leave **at no time may exceed 30 calendar days**. For example, an employee may be granted advanced sick leave at any time in increments of 15 minutes or more provided the negative sick leave balance at no time exceeds 30 calendar days. The employee, supervisor, and timekeeper must jointly ensure that advanced sick leave does not exceed this amount.
3. For employees serving a limited appointment, sick leave must not be advanced in excess of the sick leave to be earned during the remaining

period of employment.

4. Sick leave must not be advanced when it is likely the employee will separate, resign, or retire before the advanced leave will be earned.
 5. Requests for advanced sick leave must be in writing and supported by medical documentation acceptable to the approving official. Requests should be evaluated on a case-by-case basis and all relevant factors should be considered prior to approval.
 6. Advanced sick leave may be granted regardless of an employee's annual leave balance.
 7. Employees should be encouraged to accumulate sick leave for unexpected illness and medical appointments, and for use in computing Civil Service Retirement System (CSRS) annuities.
 8. Employees and supervisors should consider other options, such as annual leave, Leave Without Pay, Family and Medical Leave Act provisions, participation in the Voluntary Leave Transfer Program, or an adjustment from a full-time to a part-time work schedule, if the advanced sick leave request does not meet the above criteria.
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RESPONSIBILITIES

- **The employee will:**
 1. Prepare an Application for Leave (SF-71) for the immediate supervisor's concurrence and the second level supervisor's approval and provide other documentation required to support the need for advanced leave;
 2. Provide medical documentation for advanced sick leave requests when required;
 3. Communicate with the immediate supervisor to ensure that the leave has been approved before the leave is taken; and
 4. Coordinate with the immediate supervisor and timekeeper to ensure the advanced sick leave request at no time exceeds 30 calendar days.
- **The immediate supervisor will:**

1. Review the SF-71, supporting information, and medical documentation if appropriate, for completeness and accuracy;
 2. Concur/Nonconcur the advanced leave request by initialing the SF-71, and forwarding all paperwork to the second level supervisor for approval/ disapproval;
 3. Notify the requesting employee and the timekeeper of the approved/ disapproved advanced leave before the leave is to be taken; and
 4. Coordinate with the employee and timekeeper to ensure the advanced sick leave request at no time exceeds 30 calendar days.
- **The second level supervisor will:**
 1. Evaluate all factors relevant to the employee's request for advanced leave and use good judgment in approving/disapproving requests;
 2. Approve/Disapprove the advanced leave request by signing the SF-71, and forwarding all paperwork to the timekeeper;
 3. Notify the immediate supervisor of the approved/disapproved advanced leave before the leave is to be taken; and
 4. Contact the Division of Employee Relations, Office of Human Resources and Management Services (OHRMS), for counsel and/or further review of medical documentation if the request is denied.
 - **The timekeeper will:**
 1. Follow time and attendance procedures outlined in the HHS Guide for Timekeepers for recording and filing advanced leave requests; and
 2. Coordinate with the immediate supervisor and employee to ensure the advanced sick leave request at no time exceeds 30 calendar days.
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APPROVAL AUTHORITY

- **Advanced Annual Leave.** The second level supervisor is authorized to approve requests for advanced annual leave.

- **Advanced Sick Leave.** The second level supervisor is authorized to approve requests for advanced sick leave of 30 calendar days or less.
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EFFECTIVE DATE

This MAPP is effective upon date of publication. Previous delegation of approval authority in CDER Staff Manual Guide 3110.6 is superseded.